

Department of Public Health  
and Human Services

Section:  
HOUSEHOLD COMPOSITION

TANF CASH ASSISTANCE

Subject:  
Adding/Removing Members

**Supersedes:** TANF 201-3 (07/01/07)

**References:** ARM 37.78.102; .206; .208 and .227

GENERAL RULE—When a required filing unit member moves in or out of the household, or makes application for benefits, eligibility and/or benefits must be redetermined based on the new filing unit.

For the policy on adding or removing a household member at application, see TANF 103-5.

## ► ADDING MEMBERS

When it is discovered/reported that an individual, who is a required filing unit member, has entered the household, eligibility must be **prospectively** determined for the new filing unit. If eligibility continues, the new member is added to the benefits the first of the next benefit month.



**EXCEPTION:** If the individual is a newborn child, the process outlined in “Adding Newborn” section below must be followed.

If the new member is a caretaker relative who is not a required assistance unit member, they are added the first of the month following request.

**NOTE:** If the new household member is an adult, the “Adding a New Household Member” form (HCS-261A) is required. If the new household member is a child, the HCS-261A can be used as a tool.

**NOTE:** All financial and non-financial criteria must be verified and documented for each new household member, as outlined in TANF 103-4 Verification and Documentation.

If this is a joint custody case, review TANF 201-2. If the member is moving in for a temporary visit please review TANF 302-1.

**NOTE:** When a IV-E foster child returns to the home, his or her needs are included in the unit, if eligible, as of the first day of the month following the termination of the IV-E foster care payment. Except in instances of a temporary absence, IV-E foster care payments and TANF grants cannot be made for the same child for the same month.

**► ADDING  
NEWBORN**

When it is discovered/reported that a newborn child, natural or adoptive, has entered the home, eligibility must be prospectively determined for the new filing unit.

If the newborn child is required to be included in the assistance unit, he/she will be added to the assistance unit the date of birth or adoption, **provided the household has reported the birth or adoption of the newborn within ten (10) days from the date of birth or adoption.** TANF cash assistance would be supplemented from the date of birth or adoption.

If the household fails to report the birth or adoption of the newborn with ten (10) days from the date of birth or adoption, the newborn child will be added to benefits the first of the next benefit month.

**TEAMS PROCESS  
ADDING NEWBORN  
TO MA BUT NOT  
TO TANF IN THE  
MONTH OF BIRTH**

Following are the steps required when adding a newborn to MA (but not TC) in the month of birth:

1. Copy the unborn's ID number from SEPA;
2. Next to CLIM;
3. Inquire on the unborn using the unborn's ID number;
4. Save the unborn for maintenance;
5. Change the date of birth, name and gender code on CLMA;
6. "Next" to SEPA – enter through AF/SEPA to get to the MA-SEPA screen (**DO NOT MAKE ANY CHANGES TO AF/SEPA**);
7. On MA/SEPA, change the relationship code to "CH" and the participation code to "IN";
8. Enter through all other necessary screens and authorize the MA on EXBD.

**NOTE:**

If anyone (e.g., Eligibility Case Manager or Supervisor) goes back to AF/SEPA after changing MA/SEPA, the relationship code of "CH" from MA/SEPA carries over to the AF/SEPA screen causing error edits which would force the worker to change the participation code. The changed participation code will cause the TANF file to error so it is important that nobody returns to any SEPA screen for the birth month once the MA/SEPA screen has been completed.

**EXCLUDING  
MEMBERS**

When a required filing unit member remains in the household but becomes a recipient of SSI, is disqualified, or no longer meets an eligibility requirements, (such as age), his/her needs are excluded effective the first of the next benefit month. Timely notice must be given.

**REMOVING  
MEMBERS FROM  
CASE**

When a required filing unit member is reported to have left the household the household is required to complete the HCS 262 "Household Member Absence" form. The information on the form will be used to make a determination of whether or not the member is considered to be temporarily absent. (TANF 302-1)

**NOTE:** The HCS-262 form is not required if Child and Family Services has notified the OPA that a child(ren) have been removed from the home and the plan is to return them to the home within 90 days.



If the household member does not meet the criteria to be considered temporarily absent from the home, his/her needs are removed effective the first of the next benefit month. The individual is coded "OU" on AF SEPA and removed from the case on TEAMS via DECC. However, if notification cannot be provided timely, the situation does not meet the exceptions to timely notice (TANF 1503-1) or the action is taken after TEAMS cutoff, benefits must be issued at the prior level (including individual who is no longer in the filing unit/home). No overpayment is established. Document action in TEAMS Case Notes (CANO).

**HOUSEHOLD  
COMPOSITION**

Household composition should always be considered questionable when the result of a household member moving out results in the household being eligible for TANF (e.g., no longer over income/resources or time clock not exhausted.) The household composition should also be considered questionable when a sanction penalty month or ineligibility month has been imposed. (See TANF 103-4 for process on verifying questionable household composition.)

**EXAMPLE:** Tom and Susie are a 2-parent household receiving TANF Cash Assistance. Susie is notified she will be sanctioned for the month of February. On January 22<sup>nd</sup>, Tom reports that Susie has left the household. Because the household composition is questionable, based on the sanction, hard copy/collateral verification of the household composition is appropriate. (TANF 702-3)

**IN MORE THAN  
ONE ASSISTANCE  
UNIT/PROGRAM**

An individual cannot be included as an 'IN' or 'DQ' member of more than one assistance unit in the same month.

Sometimes a **child** may move from one household to another within a benefit month and can be a required filing unit member in each household as an "eligible child", but cannot receive benefits in both households for the same benefit month.

**EXAMPLE:** A child leaves the home of specified relative #1 and moves into the home of specified relative #2 (who has no other eligible children). Eligibility is determined for the new filing unit - the child (TEAMS Part Code: 'TR') and specified relative #2. The needs of specified relative #2 are included as of the date of application, if eligible, but the child's needs cannot be included until the first of the month following termination from household #1.

In the second month of eligibility, the child's Part Code must be changed from 'TR' to 'IN' or the case will fail - no eligible child in the filing unit.

**NOTE:** Minor children who usually live with a custodial caretaker relative and are visiting their other parent (or other caretaker relative) for a temporary visit are not considered to be living with the second parent or caretaker relative. They are 'temporarily absent' from their custodial parent, and could be eligible in the custodial parent's household. (TANF 302-1)

**EXAMPLE:** Minor child normally lives with his mother. Each summer he goes to visit his father. During his absence from his mother's home, he is still considered to be living with his mother. If his father applied for TANF cash assistance, the father's application would be denied (even if the child's mother was not on assistance) if he was the only minor child in his father's home.

► Sometimes an **adult** may move from household A to household B within a benefit month. If household B should apply for benefits in a month that the individual was a required filing unit member for household A, the adult would have to be coded 'OU' or 'DP' until the first of the next month after adequate notice (TANF 1503-1) was given to remove him/her from household A.

## CHANGING WoRC HOURS

If adding or removing a household member requires changing the number of hours that another household member is assigned to WoRC, the Eligibility Case Manager must enter an END DATE for the existing WRC component and enter a new component beginning the first of the next month.

► **EXAMPLE:** On April 4th, a participant reports a change in household composition from a two-parent household (required to participate 140 hours/month) to a one-parent household (required to participate 120 hours/month).

The Eligibility Case Manager must enter an END DATE of 043005 on the existing WRC component and add a new WRC component with a START DATE of 050105, an END DATE of 9's and HOURS of 120.

**NOTE:** An END DATE can be changed retroactively (e.g., on April 4, the WRC component with an existing END DATE of 9's can be end dated 033105. However, the start date of the new component cannot be less than the current date (April 4), which causes a partial month referral to WoRC.

**NOTE:** If the household is going from a single parent household to a two parent household, both individuals must negotiate a new Family Investment/WoRC Employability Plan (FIA/EP) before further benefits can be issued. If both do not negotiate a new FIA/EP the case must be closed giving timely notice.

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